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File: 8PM-1

Chief, Policy Staff, Office of Security

24 July 1958

ATTN : Mr. []

Acting Chief, Records Management Staff

Comments on HB []

1. The following comments are submitted for your consideration:

Page 10, par. 5c - It is suggested that Form 725, Designation or Revocation of Authority (Tab A) be used to notify the CIA Classification Control Officer of designated Assistant Classification Control Officers. Its use would provide reporting and record keeping uniformity and ensure receipt of information such as date of the designation and revocation of a previous designation.

Page 17, par. a (2) - The following rewording of line one to include the underscored words is suggested: "... shall be conspicuously marked in bold capital letters noticeably larger and different..." This change would conform to document security indicators accepted by the Ad Hoc Subcommittee on Information Processing (now the IAC Committee on Documentation, referred to as CODIAC).

Page 19, par. b (2) - Reword sentences one and two as follows to include the underscored words: "... except manuscripts prepared for photographic or other reproduction media where red is a limiting factor. In such instances the classification shall be marked in black or other color suitable for the reproduction process to be used." This change would permit the use of a black stamp for other than photographic reproduction, e.g. Thermofax reproduction so widely used in headquarters. This change also conforms to practices endorsed by CODIAC.

Page 19, par. b (3) - Reword as follows to include the underscored words: "... bear the appropriate classification in bold type that is conspicuously larger and noticeably different than the type used to reproduce the text of the document." This change would provide for distinctiveness in classification markings when bold type is also used in the text of a document, e.g., in headings.

Page 19, par. b (4) - Change the term "duplimats" to "direct image offset masters," which is considered more appropriate.

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"Dupli-mat" is a trade name of the Addressograph - Multigraph Corporation.

Page 20, par. b (5) - Continued from page 19 - Add the underscored words as follows to the last line: "...storage requirements, unless the use of such a control statement might in itself constitute a hazard to security." This change is suggested to prevent preprinting on forms such statements as "Headquarters Only," [redacted] "Overseas Use Authorized," etc. which tend to arouse curiosity, raise questions, and in general highlight rather than obscure Agency Association. Mr. [redacted] Office of Security, and [redacted] CI Staff/DD/P, also oppose the use of such statements.

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Page 23, par. d, lines 3 and 4 - Delete "No." in "Form No. 26." "No." is no longer used in referring to forms. Also, delete "(redesignated from Form No. 38-13)." Form 26 has been in use since 1954; therefore, reference to the former number is considered unnecessary.

Page 28, par. 11a, lines 1 and 2 - Delete the words "immediately below" and substitute "preferably underneath." This will then be consistent with par. 10c, line 4, page 25, which reads: "be placed (preferably underneath the security classification)."

Page 29, par. 11b, line 2 - Substitute "preferably underneath" for "beneath," for the same reason given immediately above.

Page 32, par. 16 (1)

Page 33, par. 16 (2) (b) & (c)

Page 40, par. (2) (b)

Page 41, par. (c) & (d) (1)

Page 42, par. d (1) & (2)

Page 43, par. 3 (a) (1) (b)

Page 44, par. (2)

Page 48, par. c(1) & (2)

Page 50, par. 5 (a) & (b)

Delete reference to "No." in each case where a form number is cited.

Page 42, par. (f) - The reporting requirement in this paragraph seems somewhat vague. Will the report contain a listing of all TS material accounted for, or simply a statement that an inventory had been taken? If a listing is required, should not each Operating Office take its inventory on exactly the same date for an exact headquarters-wide accounting? If a listing is not needed by the CIA TSCO, what purpose is achieved by a statement that an inventory has been taken?

Page 45, par. b (1) - This Staff feels strongly that the requirement for logging all Secret and Confidential information or material as prescribed in this paragraph is self-defeating from a security standpoint and impractical from a records management point of view.

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Taken literally (and the requirement should not be levied unless it is to be followed to the letter) it would mean logging perhaps 95% of the material flowing through headquarters. This requirement would apply, for example, to the vast volume of routine classified support-type correspondence, requisitions, manuals, bulletins, training evaluations, personnel action papers, etc. for which there is no accountability by copy number at the time they are originated, during their entire life span, and upon their final disposition. Taken literally, this requirement would place such a burden on logging or other document control facilities that essential control would either be lost or seriously impaired from sheer weight of the workload. It is therefore recommended that consideration be given to logging classified materials by selection to promote sound practices from both a security and records management standpoint. This selection could be left to the discretion of Operating Officials, who also could be given the latitude to choose the type of log record or document control form (such as Tab B) best suited for their needs.

Page 46, par. (2) (a) (2) - Delete "Form No. 240a, Courier's Classified Mail Receipt" and substitute "Form 240, Courier Receipt and Log Record." - Also, does reference to the use of this receipt for transmittals outside headquarters infer that a courier receipt will not be needed for the transmission of Secret and Confidential material by courier within headquarters?

Page 51, par. (c) (1) - With respect to the inventory of CIA produced registered documents, to whom is the inventory sent? Is there any reconciliation of inventories?

Page 58, par. c (1) - At the present time all logs below Top Secret are retained one year even though in some cases the log is used to record destruction of documents. This retention period was concurred in by the Chief, Physical Security Division on 12 October 1954. To establish a three year retention period would mean changing all Records Control Schedules in the Agency. It is therefore recommended that the retention policy remain unchanged.

2. This Staff has appreciated the opportunity to review this handbook. I hope we have offered suggestions mutually beneficial to the Security and Records Management Programs. Please let me know if you care to discuss these comments.

[Redacted]

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Mgt/S/RMS/[Redacted] skm (24 July 58)

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